



## SCOPE OF SERVICES

Solicitation Number: CLMP347

Project Name: Curb & Gutters – Data Collection and Assessment 2023

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### **PROJECT FOR:**

CITY OF AUSTIN, PUBLIC WORKS DEPARTMENT, THROUGH ITS FINANCIAL SERVICES  
DEPARTMENT - CAPITAL CONTRACTING (FSD-CC)

### **PROJECT TITLE:**

*CURBS AND GUTTERS – DATA COLLECTION AND ASSESSMENT 2023*

### **OBJECTIVES OF THE PROJECT:**

To perform a condition assessment 1,200 curb miles of the Concrete Curb & Gutter within the City's public right-of-way. This is about one quarter of the approximately 5,170 total curb miles within the City's 2,585 centerline miles of streets.

### **BACKGROUND:**

The City currently conducts system inventory and condition assessments for pavements, bridges, culverts, and sidewalks. We want to add curb and gutter to this data inventory. The additional assessment of curb & gutter assets will be utilized by the City to further plan for capital improvements and spot repair projects across the City. The City developed an extensive pilot project to determine performance indicators and develop the Curb & Gutter data and condition assessment methodology guide and standards to be used on this project.

### **ANTICIPATED SERVICES:**

The curb & gutter condition assessment methodology has been summarized in a Curb & Gutter Condition Assessment Guideline (field manual) to inform field investigation teams and ensure consistent field data acquisition and condition assessments. An inventory of Curb & Gutter GIS segments and LIDAR data will be provided by the City through their vendor, CycloMedia.

The project is assumed to utilize the methodology developed to perform:

- 1) 85% - Desktop computer-based assessment in the office
- 2) 15% - Windshield and/or Pedestrian field assessment

The Engineer will manage the overall condition assessment efforts with routine communication with the City, oversight and management of team members, coordination and observation of field work.

Subtasks:

- 1.1 Provide for project set-up, invoice preparation, subconsultant coordination, staff coordination, schedule management, and Quality Control Plan (QCP).
- 1.2 Conduct and attend up to six (6) web meetings via MS Teams as required with the City staff. Assume web meetings are two (2) hours each.

1.3 Manage and coordinate the activities of the team members to keep the project on schedule.

1.4 Complete an initial Quality Control Review for test area to assure understanding on use of assessment methodology and validation of initial test data collected in accordance with Engineer and approved QCP requirements.

1.5 Complete a Quality Control Review for all deliverables in bi-monthly batches in accordance with Engineer and approved QCP requirements. This will likely result in 3 batches of data submitted for City review every other month over the approximately 6-month data collection period (including City review time).

Deliverables:

- Initial “test” dataset for review by City to assure understanding and methodology.
- Bi-monthly batches of data for review by City during assessment phase.
- Completed, validated GIS layer(s) with all required attributes entered.
- Invoices
- Project status emails
- Meeting Agendas and Notes

#### **PROPOSED PROJECT SCHEDULE:**

Data collection using the proposed productivity rates and expected staffing would take about 5 months. Allowing 1 month for training and City review of initial data, 1 month in total for City review of submitted batches of data, and 1 month for minor rework and finalization; Engineer is expected to complete all tasks outlined below within eight (8) months from receipt of the notice to proceed (NTP).

#### **PROPOSED PROCUREMENT SCHEDULE**

**Solicitation Due Date:** March 27, 2023  
**City Council:** July 2023  
**Contract Executed:** September 2023

#### **COST ESTIMATE:**

The professional services fee is estimated to be \$450,000.

#### **MAJOR AND OTHER SCOPES OF WORK:**

Below is a list of the major scopes of work that the City has identified for this project. ***\*There must be representation for all major scopes of work listed in the prime’s statement of qualifications.*** The experience of the firms listed to perform the Major Scopes of Work, whether a subconsultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience.

In addition, the City has identified Other Scopes of work that MAY materialize during the course of the project. The City does not guarantee that the scopes listed under Other Scopes of work

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will materialize on this contract. If the prime consultant intends to enter into a sub consulting agreement on a scope of work not listed below, the prime consultant is required to contact SMBR and request an updated availability list of certified firms in each of the scopes of work for which the prime consultant intends to utilize a subconsultant.

**\* Major Scopes of Work**

-Conduct condition assessment and gather requested data for the City's curbs and gutters in accordance with field manual provided. Record curb and gutter attributes in the GIS layer/schema provided.

Engineering Services, Professional (92533)

**Notes:**

- Construction Inspection and Public Information and Communications are **NOT** a subconsultant opportunity. These services will be performed in-house or under a separate contract, if needed, and will be determined when project assignment is made.
- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from future contracting opportunities with the City.
- If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace/remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant to seek a post-award change to the prime consultant's compliance plan as described in City Code § 2-9B-23. Such substitutions will be dealt with on a case-by-case basis and will be considered for approval by Small and Minority Business Resources (SMBR) in the usual course of business. The City's decision to remove a prime or subconsultant because of a conflict of interest shall be final.
- A consultant performance evaluation will be performed on all professional services contracts. This evaluation will be conducted at the end of each Design and Construction phase.